

ARIZONA DEPARTMENT OF TRANSPORTATION

**ADOPT-A-HIGHWAY APPLICATION FOR
PERMIT AND LICENSE TO USE STATE HIGHWAY RIGHT-OF-WAY**

Application is hereby made for a permit and license to enter in, upon, and use a portion of the State highway to participate in the Adopt-a-Highway Program

PLEASE PRINT OR TYPE

Name of Applicant (Permittee) _____
Name of Organization/Group _____
Mailing Address of Applicant _____
City _____ State _____ Zip _____ Phone _____
City (in or near) _____ Highway Route No. _____ Milepost _____ to _____

Please use the boxes below to PRINT your message for the Adopt-a-Highway sign(s). ADOT can accommodate only the text that fits within the boxes (one text letter per box, punctuation and a space require the use of a box). Larger text and fewer lines make the message easier to read.

For 3½" high text, use these boxes.

*Example

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First Line

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Second Line

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Third Line

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For 5" high text, use the boxes below. Although the text will be limited to 2 lines, it will be larger and easier to read.

First Line

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Second Line

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By signing this application, the applicant agrees to all terms and conditions of the Adopt-a-Highway Program as stated on the back of this application.

Signature of Applicant(s) _____

FOR DEPARTMENT USE ONLY

This application to pick up litter _____ times a year on highway _____ between mileposts _____ and _____ is granted to _____ subject to the provisions contained in this application.

Permittee shall on each work occasion notify the authorized contact person _____ at telephone number _____, _____ working days prior to start of any work authorized by this permit.

PERMIT AND LICENSE

Permit No. _____ Check One ☐ This permit is for Adopt-a-Highway work in the right shoulder of the highway only

☐ This permit is for Adopt-a-Highway work in the right-of-way and highway median

A permit and license is hereby issued to the foregoing permittee for the purpose contained in the application and upon the expressed condition that every agreement and any special provision contained herein is faithfully performed. This permit is valid for two calendar years from date of issue and may be renewed with the Department's written approval. Work is authorized only for the period of time indicated on this permit and license.

Date: _____ **DATE THIS PERMIT EXPIRES:** _____

By: _____ (signature) By: _____ (signature)

(title) (title)

This permit and license may be cancelled by the State at any time.

Adopt-a-Highway Program Terms and Conditions of Permit and License

1. The permittee agrees to clean up litter in the highway right-of-way and/or median at their own risk. The State of Arizona and its officers and employees shall not be liable for any death, injury or property damage claims and all the costs associated therewith which may arise. If any claim arises out of the foregoing, the permittee shall defend, indemnify and save harmless the State of Arizona and its officers and employees from same. Permittee's obligation under this Section shall not extend to any liability caused by the sole negligence of the State or its employees.
2. The permittee may not subcontract or assign their duties to another organization or individual unless they also hold a current ADOT-issued permit and license.
3. Permittee schedules litter clean up activities with the authorized contact person prior to the start of any work authorized by this permit.

Work shall be conducted during daylight hours. Work shall not be conducted on holiday weekends, or within twenty-four hours of a holiday weekend unless specifically authorized in writing as an amendment to the permit and license.

Permittee shall notify the authorized contact person within three days after completing clean up activities so a litter bag pick up can be scheduled.

4. Permittee shall designate a coordinator who shall represent the organization. Children younger than 12 years of age shall not participate or be permitted in the right-of-way for any reason. The group shall provide adequate supervision which is determined to be at least one adult, 21 years of age or older, for every 10 participants between 12 and 18 years of age.
5. Permittee shall designate one or more participants to attend a safety briefing conducted by ADOT prior to entering the highway right-of-way, and shall agree to abide by the written Adopt-a-Highway Safety Requirements. ADOT may authorize that designated participant to administer the safety briefing. Permittee agrees to require all volunteers to read the Adopt-a-Highway Safety Requirements.
6. Each participant (or parent or guardian of a minor participant) shall sign an Adopt-A-Highway Special Event Waiver Form before work commences in the right-of-way. The waiver remains in effect for the duration of the approved permit and license. A new waiver form may need to be used for each Adopt-A-Highway activity since there can be different participants in different activities. If the same volunteers will be participating in a new activity, signatures on an existing form can be verified by the volunteer coordinator and resubmitted to ADOT for each separate Adopt-A-Highway activity. The organization's designated volunteer coordinator, prior to each litter clean up activity, shall ensure each participant has signed a waiver form.
7. Adopt-a-Highway activities are limited to litter pick up and do not include sign maintenance, road maintenance, landscape trimming, weed control or rest areas.
8. Litter pickup shall not be performed within six (6) feet of the roadway, upon bridges, culverts, or structures of any kind. Litter clean up within medians is allowed **only** when specifically authorized by this permit. Permittee agrees to the Special Conditions and Requirements that apply to litter clean up activities in the median. Permittee shall not cross the travel lanes of an access controlled highway.
9. Segments of highway in the Adopt-a-Highway Program are adopted on a first-come, first-served basis at ADOT's discretion and authority.
10. The Adopt-a-Highway recognition sign is the property of ADOT. The recognition sign is not intended to be an advertising medium. The Department reserves the right to edit the wording of the sign (according to the Sign Content Guidelines in Exhibit 4) and has final approval of the sign content and location(s).
11. Permittee agrees to report litter clean up activities within three days using the Activity Report card as a means to measure AAH Program effectiveness.
12. ADOT provides safety training, litter bags and the use of safety vests. Unused litter bags and all safety vests remain the property of ADOT and should be returned upon completion of the litter clean up activity. ADOT will pick up filled litter bags and erect signs displaying the name of the Adopt-a-Highway organization. Litter bags and safety vests will be available for pick up by the volunteer coordinator from the authorized contact person at the address shown on the front of this application.
13. Permittee must be at least 18 years old to sign permit application. Permittee may represent an organization or group of volunteers.
14. This permit may be canceled by the State for failure to pick up litter per agreement or for nonconformance with other permit provisions.